



CITY OF BRANSON
PLANNING & DEVELOPMENT
110 W MADDUX ST, SUITE 215
PHONE: (417) 337-8535
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EVENT PERMIT APPLICATION

☐ Special Event (SEPA) \$111

☐ Special Event with Street Closure (SESC) \$111

Today's Date: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____ Email: _____

Sponsor (Please Print): _____

Sponsor Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Event Name: _____

Event Location & Address: _____

Event Dates: Beginning _____ Ending _____

Hours of the Event: Beginning _____ Ending _____

Hours are to include the setup and breakdown of the event.

*** The Sponsor hereby agrees to hold the City of Branson harmless from any and all suits, claims, damages, and causes of actions of any kind arising from or relating to the proposed Special Event, including property damage and injury to persons, including death.

Sponsor Signature: _____ Title: _____

Provide The Following:

- Provide complete written description of the event on Exhibit A page.
- Site Plans of the event must be provided on Exhibit B and must include:
 - Location food service, alcohol, vendors, sound equipment, tents and size of any tents used, etc.
 - Parking areas
- Expected number in attendance _____

FOR OFFICE USE ONLY: Project No. _____

DATE & INITIALS: _____

PAYMENT TYPE: ☐ CASH Receipt # _____

☐ CHECK # _____

☐ CREDIT CARD REF # _____

This Special Event Permit is approved in accordance with
Chapter 78, Article II of the Branson Municipal Code this
____ day of _____, _____.

Joel Hornickel—Director of Planning & Development

Meeting Date: _____

Event Activities

Answer "YES" or "N/A" to indicate whether each of the following activities will be part of your special event. If you mark "YES" to any of the following activities, additional documentation must be provided. Refer to Section 78-52 of the Branson Municipal Code for details concerning application for permit.

Yes N/A

- ☐ ☐ If a street closure, provide route as attachment. Liability insurance is to be attached.
- ☐ ☐ Will this event be held on public property? Liability insurance is to be attached.
- ☐ ☐ If on private property, provide a letter from the property owner giving permission for event.
- ☐ ☐ Provide security plan on Exhibit B and description of their duties. Provide the name and number of the company.

- ☐ ☐ If utilizing speaker podiums, loudspeakers, or amplifiers provide plan of location on Exhibit B.
- ☐ ☐ Provide plan on Exhibit B showing locations of any tents proposed. Pop-up tents, must have 12' separation. For tents over 100 square feet, obtain a tent permit through the Fire Department. If tent will be staked, call 1-800-DIG-RITE prior to installation. Permit to be submitted to Fire Department at least 10 days prior to event. Applicant shall submit a completed application including a site plan, stake layout or ballasting (type) of tent, flame retardant information for each tent to be installed and tent company name with contact information.
- ☐ ☐ Obtain permit through the Fire Department for fireworks display. Provide plan on Exhibit B showing location of display.
- ☐ ☐ Provide vendor layout plan on Exhibit B.
- ☐ ☐ Will food be at the event? Provide food preparation/serving plan. If yes, contact the Taney County Health Department. Who will be providing/serving the food? _____
☐ Provided Copy of Health Department Application. See Exhibit E for list of applications
- ☐ ☐ Provide Fats, Oil and Grease Program plan on Exhibit F.
- ☐ ☐ Provide detailed plan if serving/selling alcohol including location of tents, fencing, etc. Contact Finance Department for application.
Who will be providing/ serving the alcohol? _____
☐ Provide copy of alcohol plan with Exhibit B
- ☐ ☐ Provide plan for utilizing animals as part of your event. Contact the Taney County Animal Control regarding proper permits.
- ☐ ☐ Provide plan for disposal of sanitary waste and sewage, including toilet facilities, garbage, trash and Refuse on Exhibit C. If interested in using up to 12 recycling containers, contact Mona Menezes at 337-8566.
- ☐ ☐ Provide list of specific locations on Exhibit D for any on-site event advertising.
- ☐ ☐ Provide list of specific locations on Exhibit D of any off-site event advertising.
Must not be in City or MoDOT right-of-way. If located on private property, obtain permission from property owner. Size of signage (not to exceed 32 square feet per sign).

Event Activities Continued

- | Yes | N/A |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Provide locations of any event structures such as bandstands, platforms or stages on <u>Exhibit B</u> and the following shall be included: <ul style="list-style-type: none"><input type="checkbox"/> Application for Construction<input type="checkbox"/> Engineered drawings |
| <input type="checkbox"/> | <input type="checkbox"/> Provide location on <u>Exhibit B</u> of any trucks or trailers that will be utilized.
How many and what will they be used for? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> Will you be using existing electrical wiring? |
| <input type="checkbox"/> | <input type="checkbox"/> Will you be using extension cords? |
| <input type="checkbox"/> | <input type="checkbox"/> Will you be installing electrical wiring? If yes, will it be <input type="checkbox"/> Temporary or <input type="checkbox"/> Permanent?
Provide location on <u>Exhibit B</u> and the following shall be included: <ul style="list-style-type: none"><input type="checkbox"/> Application for Construction<input type="checkbox"/> Estimated time for inspection: _____ |

Include: Purpose or description and estimated number of participants and/or those attending

REVISÉD 01/16

Exhibit B - Site Plan

**Show below the location of Vendors, Security, Food, Alcohol, Fencing for Alcohol Sales and Consumption, Stages, Tents, Trucks/Trailers, Electrical location, Fireworks, Sound Equipment, Fire Lane.
Attach additional sheets as necessary.**

Exhibit C - Plan for Disposal of Waste and Plan for Restoring Event Location

Provide description of locations and/or provide drawing in space below

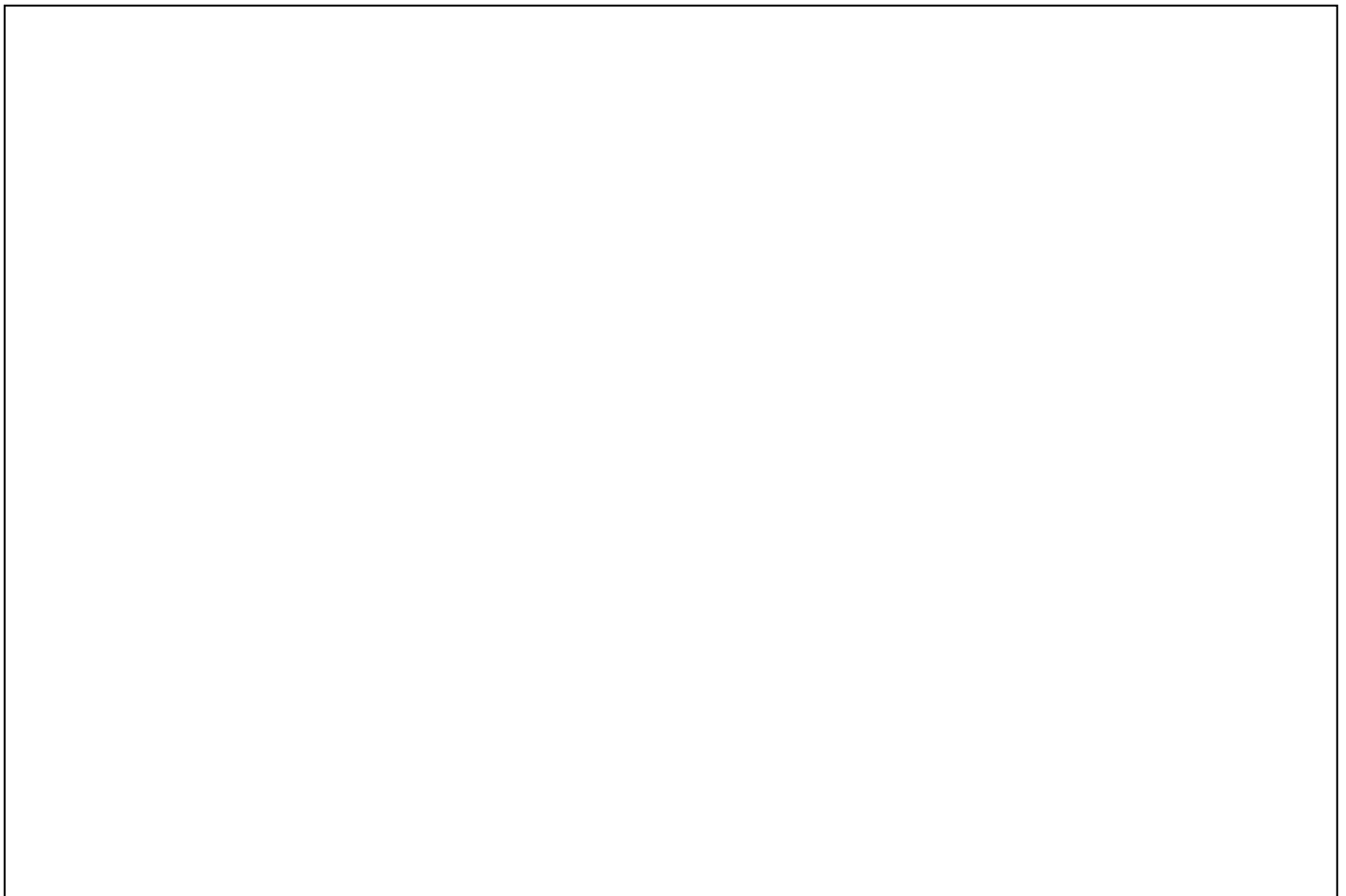


Exhibit D - On-site and Off-Site Sign Locations and Size
Be Specific
Signs shall not exceed 32 square feet each

Chapter 70-260. Special event signs and 70-261. Event directional signs, Allows the following:

- All signs must be on private property only.
- Up to four (4) banners per event, not exceeding 32 sq. ft. per sign area. Shall not be displayed more than 14 days before and no more than 2 days after the event.
- Up to 12 small event directional signs, not exceeding 3 sq. ft. or 6 large directional signs, not exceeding 8 sq. ft. May substitute 2 small directional signs for 1 large directional sign. Shall not be displayed more than 2 days before and no more than 2 days after the event.

Banners:

Directional:

Call 1-800-DIG-RITE prior to installing signs.

Exhibit E - Taney County Health Department Applications

If food will be a part of your event you will need to fill out one of the following applications:

- Temporary Food Event Operator Application: Used when food is being brought to the event or cooked by independent food vendors
- Temporary Food Event Organizer Application: Used when will have food at the event but it will be prepared by another party.
- Temporary Food Event Organizer/Operator Application: When the organizer of the event will also be cooking the food.

For more information please call 417-334-4544 or go to www.taneycohealth.org

Exhibit F – Fats, Oil and Grease Plan

All dishes, serving pans, and holding tanks requires access to a designated FOG Management Equipment site for proper disposal and clean-up. Provide description of plan to properly dispose of waste and clean-up.
